



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

MEDICAL TRANSCRIBER
SENIOR MEDICAL TRANSCRIBER

Class No. 003056
Class No. 003057

■ CLASSIFICATION PURPOSE

Performs comprehensive transcriptions of a wide variety of medical reports; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Medical Transcriber classes are found in the Health and Human Services Agency and in the Medical Examiner's Office. The Medical Transcriber classes are distinguished from the transcriber typist classes in that the latter transcribe a wide variety of documents and reports while the former only transcribe medical and psychiatric documents and reports.

Medical Transcriber:

This is the journey level class. Under general supervision, incumbents utilize standard typing formats to transcribe medical and psychiatric reports and documents.

Senior Medical Transcriber:

This is the lead level class. Under general supervision, incumbents perform and lead others in generating the most complex transcriptions of medical and psychiatric reports.

■ FUNCTIONS

The examples of functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

The following apply to both classes:

Essential Functions:

1. Types medical and psychiatric reports, records, correspondence and documents from tape recordings or written copy.
2. Confers with technical and professional staff or consults technical reference books and other publications to determine the correct spelling, pronunciation or usage of technical terms included in medical reports.
3. Locates and retrieves medical records.
4. Maintains files and records.
5. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Senior Medical Transcriber

Essential Functions:

All the functions listed above and

1. Performs and assists medical transcriber's with difficult and complex medical and psychiatric transcriptions.
2. Provides technical guidance and training to lower level medical transcribers.
3. Coordinates, schedules and explains transcriptions to medical staff and others.
4. Prepares transcription activity statistical reports for all clinic and hospital units.

5. Retrieves data stored in a web-based server for editing and correction.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to both classes:

- Medical terminology and abbreviations.
- Standard formats used for medical correspondence and reports.
- Word processing terminology, display and format symbols.
- English grammar and punctuation rules.
- County customer service objectives and strategies.

Skills and Abilities to:

The following apply to both classes:

- Transcribing machines, word processing, personal computers, printers and other standard office machines.
- Transcribe detailed medical correspondence, reports and documents.
- Understand and follow detailed oral and written directions.
- Operate office equipment including transcribing machines, personal computers, and associated printers.
- Establish and maintain effective relations with others.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and background.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Medical Transcriber:

At least six (6) months recent full-time experience typing medical reports and correspondence. The completion of a course in medical terminology may be substituted for the experience.

Senior Medical Transcriber:

At least one (1) year recent full-time experience typing medical reports and correspondence.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous: upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

An original unaltered typing certificate for at least 50 net words per minute with a maximum of 5 errors. The typing must be for at least 5 minutes with 2 gross words penalty for each error, and the certificate must not be more than two years old. The certificate must state the gross words per minute attained and the number of errors.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: November 16, 1990
Revised: May 27, 1993
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Union Code: CL
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Variable Entry: N
Variable Entry: Y